

2024 NEIGHBORHOODS RISING FUND

2024 GUIDELINES + APPLICATION

(Pages 1-8 of this document are the guidelines for applying. The actual application begins on page 9.)

The residents of every community desire to improve their individual quality of life and collective sustainability, yet many face adversity on their journey to create lasting change. The people of Kansas City's neighborhoods are creative and skilled in solving problems, from mobilizing volunteers and building strong networks, to finding new ways and resources to accomplish their goals. Too often, lack of access to capital prevents them from bringing their ideas to fruition. Since 2015, the Community Capital Fund (CCF) has provided critical funding through the Neighborhoods Rising Fund (NRF) to help neighborhoods leverage residents' talent and energy to realize their collective dreams and bring positive change to life. The NRF helps to seed dreams and nurture aspirations in Kansas City neighborhoods through microgrants made to neighborhood organizations/associations, community groups, and non-profits. This capital is often the difference between combating community decline or proliferating the outcomes of long-term neighborhood disinvestment.

For many supported by NRF, this is the only capital they can access to support their neighborhood preservation and growth efforts. These small projects address systemic issues of inequality, while empowering residents through capacity-building efforts supported by CCF, its partners, and the neighborhoods leading these unique projects.

WHAT IS THE NEIGHBORHOODS RISING FUND (NRF)?

The NRF is a funding collaborative that annually provides one-year grants of up to \$5,000, as well as two-year grants of up to \$10,000 in split payments per year for high-impact, innovative community projects and neighborhood revitalization initiatives. These efforts help build stronger, more effective neighborhood organizations and community groups and benefit low- to moderate-income areas throughout the Greater Kansas City Metropolitan Area. Projects and initiatives should be documented as created by the community, which means vetted through inclusive, neighborhood-wide decision making and resident-involvement processes. To date, selected projects and initiatives have ranged from public safety and cleanup initiatives to property and public space improvements, as well as identity-building and resource-sharing events.

WHO ADMINISTERS AND FUNDS THE NRF?

CCF launched the NRF in the spring of 2015 with generous funding provided by H&R Block Foundation, Hallmark Corporate Foundation, and William T. Kemper Foundation. Since then, funders have joined this unique funding collaborative including AltCap, H&R Block, Hall Family Foundation, Sosland Foundation, LISC Greater Kansas City, Commerce Bancshares Foundation (Commerce Bank), Google Fiber Kansas City, Dunn Family Foundation, Sprint Foundation (now T-Mobile), US Bank, UMB, AT&T, and Health Forward Foundation. CCF has deployed more than \$1.6 million to neighborhoods and grassroots organizations, organized eleven Community Development Workshops that have collectively drawn more than 2,600 community leaders, and fiscally sponsored eleven social ventures that have raised more than \$4 million.

WHO SHOULD APPLY FOR NRF?

The NRF is a resource for neighborhood organizations and community groups across the Kansas City Metro, with a specific focus on historically underinvested neighborhoods in CCF's seven-county service area, which include Jackson, Clay, Platte, and Cass counties in Missouri, as well as Wyandotte, Johnson, and Leavenworth counties in Kansas.

- The primary applicant for your NRF project must be either:
 1. A **registered neighborhood association or neighborhood group recognized by your local jurisdiction**; or
 2. A registered **501(c)(3) organization** incorporated in either Missouri or Kansas or
 3. A **community group (community groups must submit bylaws and a list of their leadership with contact information)**
 - i A community group is defined as an organized group led by and representative of residents in a single neighborhood or continuous cluster of neighborhoods (i.e. community action network centers, tenant unions, etc.).
- A Kansas City, MO neighborhood group that is enrolled in the Strengthening the Health of Neighborhood program is ineligible this year for the NRF.
- Applicant projects must be designed for and completed in a "Qualified Census Tract" in Jackson, Clay, Platte, or Cass counties in Missouri, or Wyandotte, Johnson, and Leavenworth counties in Kansas. To determine if your project is in a qualified census tract, use this mapping tool: [Explore the map - Climate & Economic Justice Screening Tool \(geoplatform.gov\)](#) to search by address, census tract, and other geographic areas of interest. Use the search bar to type an address and view eligibility information on the map.
 1. If your project service area is not within a qualifying census tract but you would like to be considered, please contact CCF for consideration at info@ccfkansascity.org or 816-502-9584.
- Applicants should be in good standing with the State of Missouri or the State of Kansas.
 - *To find out if your organization is in good standing visit the Missouri Secretary of State website here: <https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx> or the Kansas Secretary of State website here: https://www.ksos.org/other/certificate_good_standing.html;*
- Wyandotte County neighborhood applicants must be in good standing with Livable Neighborhoods to apply. (You can find out more about Livable Neighborhoods by contacting livableneighborhoods@wycokck.org)
- The NRF strongly encourages Kansas City, MO neighborhood groups to register with the City of Kansas City, MO at <https://neighborhooddirect.kcmo.org/>.
- Applicants for one-year grants should have the organizational capacity to complete the project by December 31st, 2024.

- Applicants for two-year grants should have the organizational capacity to complete the first phase of the project by December 31, 2024, and the second phase of the project by December 31, 2025. * Failure to successfully complete and report on the first phase of the project will result in losing year-two funding.
- Applicants should have active and identifiable leadership with clear and updated decision-making processes in place (includes mission, bylaws, and fiscal accountability measures).

** Applicants for two-year grants should have satisfactorily completed/reported on any prior NRF-funded projects.*

WHAT TYPES OF PROJECTS ARE FUNDED BY NRF?

The NRF funds solutions for communities, created by community residents. The NRF prioritizes grantmaking for projects that are responsive to neighborhood needs and representative of the community's collective vision for its future. The NRF awards grants to projects and initiatives that demonstrate broad-based community support and have been vetted through inclusive, neighborhood-wide decision-making and resident-involvement processes. Typical NRF projects come from priorities expressed by the neighborhoods over the last six years, including initiatives around:

- Public safety – defined as programs and projects that support the health and well-being of community members.
- Public spaces, parks, and gardens – defined as spaces open to all community members for leisure and activity, including but not limited to green spaces, farming, orchards, and urban agriculture.
- Environmental Stewardship – defined as the education and practice of responsible use and protection of the environment.
- Membership development and social cohesion – defined as programs and projects related to connecting, recruiting, retaining, and developing community members and/or stakeholders.
- Neighborhood cleanups – defined as programs and projects related to cleanliness and beautification of the community.
 - Thanks to an initiative led by the City of Kansas City, MO to combat the health inequities in low-life expectancy areas, cleanup projects located within the zip codes of 64109, 64126, 64127, 64128, 64129, 64130, and 64132 will have waived dumpster costs, courtesy of the City of KCMO. Applicants in these Life-Ex zip codes must submit a dumpster waiver starting March 1st and is on a first-come-first-served basis.

For more information and to read more about the program, visit: <https://www.kcmo.gov/city-hall/trash/ncap>.

- For cleanup projects located outside of Kansas City, MO Life-Ex zip codes, dumpster costs will be considered for an approved project expense.

- Celebration of arts and culture – defined as programs and projects that protect, preserve, and celebrate traditions, culture, arts, etc. in the community.
- Digital inclusion – defined as programs that create and expand access to technology, including but not limited to educational programs geared toward combating the digital divide.

WHAT IS THE NRF PRIORITIZATION PROCESS?

NRF prioritizes distributing funds based upon need, meaning neighborhoods associations do not need to have the preexisting capacity, whether that be through funds previously raised or administrative capacity. Strong consideration will be given to organizations with smaller funding capacity.

NRF prioritizes neighborhoods with concentrations of disinvestment, which may not be adequately served by existing neighborhood grant programs.

The NRF will also prioritize neighborhoods with a budget less than \$75,000 this year.

Please note if you are not a recognized neighborhood organization but are applying for funding to complete a project within neighborhood boundaries where a recognized neighborhood association exists, we strongly recommend providing a letter of support for the project from that neighborhood association. Preference will be given to a neighborhood association in the case of a project or physical boundaries overlap.

NRF APPLICANTS MUST DEMONSTRATE:

1. The project will benefit residents in qualified low-to moderate-income neighborhoods.
2. The project will provide a direct service or benefit to the community identified in the proposal. **501(c)(3) organizations that are not neighborhood organizations or community groups need to exhibit a strong, working relationship with the residents serving the proposed project location.**
3. The benefits of the project will be accessible to all members of the designated community.
4. The application will prove that a comprehensive and inclusive approach, with neighborhood wide decision-making and resident-involvement processes, was utilized to identify the need for the proposed project.
5. The project will support short- and long-term plans for neighborhood improvement.
6. If the project applicant is requesting a one-year grant, the project will need to be completed by December 31, 2024. If the project applicant is requesting a two-year grant, the project will need to be divided in distinct and separate phases, with the first year completed by December 31, 2024, and the second year by December 31, 2024.

One-year awardees who do not successfully report on their grant in a timely manner will not be eligible for the following years of NRF and other CCF funding until this reporting requirement is satisfied.



Two-year grantees who do not successfully report on their first-year award in a timely manner will have their second-year award terminated.

7. The project will be financially feasible. Awards will be capped at \$5,000 for one-year grants and \$10,000 for two-year grants (two-year grants split in two payments, \$5,000 max/year).
8. The project will leverage resources and funding from other community partnerships (that can include volunteers, supplies, in-kind contributions, and more) if the cost of the project exceeds the amount requested from NRF funding.

WHAT TYPES OF PROJECTS WILL NOT BE FUNDED BY NRF?

The NRF will not consider funding projects that include public infrastructure improvements (e.g., sidewalk and curb improvements), home/minor home repair projects or incomplete applications. Funds in the program should go towards the intent of the application. Please speak with CCF staff if you have any questions.

HOW DO I APPLY?

NRF applications **must be submitted by 11:59 PM CST on Monday, April 1st, 2024**, in one of three ways:

1. Complete and submit the online form available at www.ccfkansascity.org/programnrf
2. Download the 2024 NRF Guidelines + Application fillable PDF at www.ccfkansascity.org/programnrf and then complete and email to info@ccfkansascity.org
3. If online or email submission is inaccessible or burdensome, please print, complete, and mail your grant application to: Community Capital Fund, ATTN: Neighborhoods Rising Fund, 3200 Wayne Ave., Kansas City, MO 64109 (Copies of the grant application can be picked up at the CCF office. Please call-in advance, (816) 502-9584). Mailed applications should be postmarked by April 1, 2024.

WHAT HAPPENS AFTER I APPLY?

Each NRF application will be reviewed by two members of the NRF review committee, who are general community stakeholders. NRF award recommendations will be reviewed and finalized by CCF Staff and Board of Directors.

Notification of award or denial will be sent to the application's primary contact. CCF also grants partial grant awards. All decisions of the committee are final.

Following award notification, grant agreements will be distributed to grantees, where they can provide additional information describing their roles and responsibilities in carrying out their NRF-funded projects. The grant agreement document should be read carefully and kept for reference, as it includes important information regarding grant reporting, tracking data, and communicating with the Community Capital Fund. Grant checks will be issued at



the annual NRF Breakfast, scheduled for May 17th, 2024. Two representatives of each organization are required to sign for the grant awards check.

WHAT IF I NEED TO MAKE CHANGES TO MY PROJECT?

There is a process for seeking and obtaining approval for any changes to an awarded project. That process is called the Pivot Form. All changes that result in significant increase or decrease in cost must be approved by CCF staff. All timeline changes must be communicated to CCF staff in a timely manner. Noncompliance may result in funds needing to be returned to CCF.

GRIEVANCE PROCESS

If a one-year or two-year grant is awarded and a community stakeholder (e.g., a resident) has a grievance with the execution of an NRF-approved initiative, the stakeholder should take the steps outlined below.

1. The community stakeholder must contact the grantee organization’s Executive Director or President/Board Chair and attempt to resolve the issue. All attempts should be made to rectify the matter before reporting it to the NRF grant administrator. If a resolution is not reached, the community stakeholder should contact the NRF grant administrator and submit the grievance in writing with any supporting documents.
2. At their discretion, the NRF grant administrator may send a request to the grantee to submit a written explanation of the situation and/or proof of grant compliance. The grant administrator’s letter may also outline possible solutions to gain compliance.
3. If the grantee does not reply to the letter of inquiry or is unable to resolve the issues with the NRF grant administrator, the grantee must return any unused portion of the grant, may be asked to return all grant funds, and may be disqualified from applying for additional NRF grants.

NEXT STEPS

Applicants are strongly encouraged to attend one of the NRF Grant Information Sessions.

Date/Time	What’s Going On?	Location
Friday, March 1 st	Free Dumpsters available for Life-Ex Zip Codes. See page 3 for a list of the zip codes.	https://www.kcmo.gov/city-hall/trash/ncap

Friday, March 1 st	Application Opens	Application will be made available online and in-print upon request. (See Page 9)
Thursday, March 14 th at 1:00pm @ Neighborhood Resource 4953 State Ave Kansas City, KS	1st Grant Information Session	Hybrid session (Zoom link and call-in number will be sent ahead of time) Session will be recorded. Register at the link below. https://NRF2024.rsvpify.com
Tuesday, March 19 th at 4pm	2nd Grant VIRTUAL Information Session (Zoom link will be provided)	RSVP here (ccfkansascity.org/programnrf)
March 1 st -March 31 st	One-on-One Grant Application Assistance	Available upon request. Please call or email to schedule a time. Phone: 816-683-4207 Email: andrew@ccfkansascity.org or dajaun@ccfkansascity.org
Monday, April 1st	Application closes at 11:59pm CST	Application can be submitted online, mailed, or dropped off at the CCF office, 3200 Wayne Ave, Kansas City, MO 64109
Friday, May 3 rd	Notification of Award Decision	Applicants will receive communication via email and/or phone
Friday, May 17 th	NRF Breakfast & Grant Disbursement	8am-9am at the Delta Athenaeum (900 E Linwood Blvd, Kansas City, MO). Two members of the organization are required to be present to receive award.

*Timeline subject to change.

REPORTING GUIDELINES

Each one-year grantee is required to submit a final report that is due by January 24th, 2025. Each two-year grantee is required to submit a mid-point report that is due by January 24th, 2025, and a final report that is due Friday, January 23rd, 2026. Timely submission of reports is required for future funding from CCF. Submitted reports will include the following:

1. Project impact and metrics, including the number of volunteers involved in the project, the number of people served or engaged by the project, whether the project resulted in an increase in the sense of community or people involved in the neighborhood, and more.
2. Project summary: What worked well with your project? What would you change if you could do it again? What are next steps for the project and your organization? Will your organization continue with the project?
3. Final budget detail (income and expenses)
4. Accounting of grant money (copies of receipts, expenditures, value in-kind contributions)
5. Advertisements/ press releases / sample social media posts
6. Photos taken before, during, and after the project (sign-in sheets for project-related events should include language for the organization to use photos taken at the event)
7. Bank statements are not acceptable forms for proof of purchases.

In addition, CCF requests that grantees track and share with CCF project impact data and stories across the year. Project impact data and stories should also be included in grantee final reports. Tracking specific project data and the story behind the numbers helps organizations measure project impact, identify which methods and tactics have the greatest impact, and help CCF share grantee stories with the greater community – especially other NRF grantees. Being able to communicate project success and areas for continued improvement is also essential in communicating to and leveraging support from residents, elected officials, city staff, other funders, and partners. The template grant report form provides space for these project stories and metrics, and CCF asks grantees to also consider additional ways to measure and track the positive changes being made.

In addition, all grantees will have access to regular check-ins and progress meetings. A dedicated CCF staff member will be available for project management assistance throughout the project periods as needed.

STATEMENT OF NON-DISCRIMINATION

It is the policy of CCF to operate without discrimination as to age, race, religion, sex, sexual orientation, gender identity, disability, language or national origin in its overall administration and consideration of grant requests.

GRANT ADMINISTRATOR CONTACT INFORMATION



Community Capital Fund at (816) 502-9584 or info@ccfkansascity.org

ORGANIZATION INFORMATION	
Name of Organization:	
Name of Organization Executive Director / President:	
Organization Phone:	Organization Email:
Organization Website:	
Organization Address:	
Project Contact Info. Please provide two different contacts for this project.	
Primary Project Contact Name:	Secondary Project Contact Name:
Primary Project Contact Phone:	Secondary Project Contact Phone:
Primary Project Contact Email:	Secondary Project Contact Email:
What date was your organization established? ____ / ____ / ____	
What is the purpose and / or mission of your organization?	



If the total project cost exceeds the amount requested through NRF, please explain how you plan to raise additional funding or in-kind contributions to complete the project.

1. Describe, in detail, the project for which your organization seeks funding. What is the project? Who will be involved? How will it work? (Please limit your answer to 300 words)

2. Have you received funding for a similar project in the past (from CCF or another funder)? If so, please explain how this year's project will build upon or expand your past efforts and continue to build capacity (e.g., new skills, new volunteers, new partnerships) for your neighborhood. (Please limit your answer to 300 words)

3. How was this project identified as a need by the neighborhood or community? How did you include residents in identifying this need? (Please limit your answer to 300 words.)

Recommended for neighborhood groups, please provide:

- *Board / officer resolution with project approval.*
- *Letters of support from partner organizations*
- *Letters of support from neighborhood residents*

Including these documents will increase the likelihood of approval for NRF funding.

If you are not a city/state recognized neighborhood group, the above supporting documents are required.

4. Who is leading this project and who will be involved in the execution of the project? Please describe your communications and outreach plan and how people will get involved. (Please limit your answer to 300 words)

5. How will this project build neighborhood capacity? Will the project leader and or participants be able to do something new after working on the project? (Please limit your answer to 300 words)

6. What impact do you hope this project creates for your community in the short-term? Long-term?

7. Are there any additional items you wish to address (e.g., what additional skills, assistance, and/or resources do you need to make your project successful)?

CAPACITY BUILDING SUPPORT – PLEASE CHECK ALL THAT APPLY:

- I would like project management support during my project (budgeting, technical help, etc.)
- I would like assistance in completing final reports for my project.
- I request language assistance.

**Answers to these questions will not impact funding eligibility.*

INCLUDE THE FOLLOWING REQUIRED ATTACHMENTS WITH YOUR GRANT APPLICATION:

- Proof of good standing from the Secretary of State of Missouri or Kansas
- Current organization bylaws and a list of leadership with contact info
- Detailed project budget
- A signed W-9 form.
- Project timeline
- Current organization operating budget
- IF AWARDED: Proof of an organization bank account. *(In order to receive funds)*

IF APPLICABLE, PLEASE ALSO INCLUDE THE FOLLOWING ATTACHMENTS:

- Copy of a current IRS determination letter indicating 501(c)(3) tax-exempt status
- Letters of support from partner organizations and / or neighborhood residents



ENDORSEMENT

To the best of my knowledge and belief, the statements in this grant application are true and correct; the governing body of the applicant has duly authorized the document; and the applicant organization will comply with applicable laws, regulations, terms, and conditions in effect at the time of grant.

I understand that CCF, in evaluating this grant application, may, if deemed appropriate, review all of the information submitted as part of this request with advisors of the CCF's choosing.

Signature of Authorized Representative	Date:
Printed Name:	
Title of Authorized Representative:	
Organization Name:	